

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

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Washington, D. C. 20503

July 30, 1965

MEMORANDUM

TO: The Heads of Executive Departments and Establishments
Attention: Legislative Liaison Officers

SUBJECT: Proposed regulations and guidelines relating to ZIP Coding
of mail by Federal agencies

The President's Memorandum of June 18, 1965, directed all Federal agencies to take the lead in ZIP Coding mail and instructed the Postmaster General to issue regulations governing the use of ZIP Code by Federal agencies. The Bureau of the Budget has been requested to circulate for review and comment by Federal agencies the regulations and other guidelines which are proposed to be issued pursuant to the President's Memorandum. Accordingly, there are attached for your review and comment copies of three proposed issuances: (1) a Postal Bulletin notice for personnel of the Post Office Field Service, (2) Amendments to GSA Circular No. 253, Attachment 2, and (3) Amendments to the Postal Manual.

Comments relating to these proposed issuances should be transmitted by August 31, 1965, to the Assistant Postmaster General, Bureau of Operations, Post Office Department, Washington, D. C. 20260, Attention: Director, Classification and Special Services Division, with a copy to the Chief, General Government Division, Bureau of the Budget.

All verbal inquiries concerning these proposals should be directed to Mr. Edwin Riley or Mr. Roy Sheridan, Post Office Department, Code 177, Extension 7449.



Phillip S. Hughes
Assistant Director for
Legislative Reference

Attachments